



**Lucas County Family Council  
By the Authority of the  
Board of Lucas County Commissioners**

## **REQUEST FOR PROPOSALS**

**For the selection of contractor for:  
Project to Provide Coordination Support for Bridges out of  
Poverty Training in Lucas County for identified Agencies  
Primary Prevention Programs**

**Initial Period of Project:  
January 2006 through June 2006**

**Issued by:**

**Lucas County Family Council  
One Government Center, Suite 580  
Toledo, Ohio 43604**

**Release Date: December 12, 2005**

**Proposal Due Date: December 30, 2005**

**Lucas County Family Council  
Request for Proposals (RFP)  
Teen Pregnancy Prevention  
SFY 2006 & 2007**

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**Background**

Earlier this year the Lucas County Family Council (LCFC) in collaboration with the Lucas County Department of Job and Family Services (LCDJFS) and the Board of Lucas County Commissioners, sponsored “Bridges out of Poverty” training. This included one-day training on the “Bridges” framework, three-day certification training, and one-day “Just Getting Ahead” training. *Our key objective was to train persons throughout the public sector agencies and a number of not-for –profit organizations who would then train persons working in direct service within each of their agencies.* These trainings are based on the work of Dr. Ruby K. Payne, Phillip DeVol, and Terie Dreussi Smith at Aha! Process, Inc., and their book “Bridges out of Poverty.” “Bridges” is a framework for understanding poverty that is built on the theory that there are “unwritten rules” of class that must be understood and learned to enable a person to move out of poverty. At the one-day “Bridges out of Poverty” training Phil DeVol presented and overview of the “Bridges out of Poverty” framework and this training also served to fulfill the pre-requisite for those planning to attend the certification training. The three-day certification training was focused on preparing participants to train people within their own agencies. The “Just Getting Ahead” training went even further and focused on actually facilitating groups of persons in poverty using the “Bridges” framework. For more information on “Bridges out of Poverty” and Aha! Process, Inc., see their website at [www.ahaprocess.com](http://www.ahaprocess.com) .

There were a total of fifty-five persons that attended the one day training. Fifty-three persons from forty-three different organizations attended the three-day certification training. Public organizations attending the training included the Lucas County Board of Mental Retardation and Developmental Disabilities, Lucas County Department of Job and Family Services, Lucas County Children Services, Toledo-Lucas County Regional Health District, Lucas County Juvenile Court, Workforce Development, Lucas County Mental Health Board, and the Ohio Department of Rehabilitations and Corrections. The remaining thirty-five organizations were all not-for-profit organizations. And finally, there were thirty persons from twenty-five organizations (many of these overlap with those certified) that attended the “Getting Ahead” training.

Additionally we sent two Principals from Toledo Public Schools to the “Framework for Understanding Poverty” training in Galveston, Texas in June 2005. This training focused on using the “Bridges” framework to help children who live at or near poverty in academic achievement. This workshop focused on the use of curriculum, teaching strategies, and social environment to enhance academic achievement.

The response to the trainings was overwhelmingly positive. Since the trainings, however, there is no evidence that the persons certified as trainers in “Bridges out of Poverty” and those trained to conduct the “Just Getting Ahead” groups have actually made a systematic effort to conduct either training or run the groups. After getting feedback from a number of those trained, we have identified the following barriers:

- Many of the participants who went through the certification and “Just Getting Ahead” trainings could benefit from additional coaching to enhance their confidence to train staff in their organizations on “Bridges.”
- Under the certification agreement that each participant signed between the participant and Aha! Process, Inc., they are required to purchase all of their training materials from Aha! Process, Inc., and cannot reproduce materials. For small agencies this creates a financial barrier due to lack of discretionary funds

and for large agencies this becomes a financial barrier due to sheer volume of staff to be trained.

- Lack of financial and material support to facilitate “Just Getting Ahead” groups.
- Lack of a support network for those certified to train to develop competencies in training.

Additionally, it our objective to have the chosen contractor ensure that training is being completed within identified agencies, and to monitor the quality of the training in order to identify further support needs the certified trainers in each organization may have and effectively addressing these needs.

The Lucas County Family Council is a statutorily established collaborative body that focuses on improving outcomes for the children and families of Lucas County. Council membership includes representation of all of the publicly funded youth and family serving systems as well as a broad representation of community service providers, family advocates, community leaders and parent representatives. The appointed Administrative Agent for the LCFC is the Board of Lucas County Commissioners.

## **PROJECT GOALS AND OBJECTIVES:**

1. Staff certified as Bridges out of Poverty (BOP) trainers are training line staff within their organizations.
  - a. Establish and coordinate a training support network for those certified as BOP Trainers (List will be provided to grantee)
  - b. Develop a plan to support to trainers and provide support to trainers, e.g., coaching, mentoring, etc.
  - c. Identify material support needs, i.e., books, overhead packets, and training materials for each trainer’s organization and negotiate agreement with Aha! Process, Inc. to meet these needs. Purchase and distribute required materials to sites, and keep detailed records for reporting purposes.
  - d. Identify how many trainings will be completed and the number of staff to be trained by June 30, 2005.
  - e. Establish an agreement with Aha! Process, Inc. to meet any additional training requirements necessary to support certified trainers.
2. At least two sites will be identified to begin facilitating “Just Getting Ahead” trainings with at least 30 persons who are at or below 150% of the federal poverty level.
  - a. Identify two sites to facilitate the groups.
  - b. Identify trainer support needs of those facilitating the groups, and work to satisfy those needs.
  - c. Identify material and financial needs of the organizations sponsoring the “Just Getting Ahead” groups (as a stipend is typically paid to the participants).

- d. Establish agreements with participating agencies.
3. Establish Bridges out of Poverty Advisory Committee that will include representatives from Project Sponsors.

## **What to Expect**

### **Contact & Questions**

Questions may be submitted directly to David Kontur, Executive Director, at [dkontur@co.lucas.oh.us](mailto:dkontur@co.lucas.oh.us) through 5:00 p.m. on Wednesday, December 21, 2005. All questions and answers will be posted on our website by Friday, December 24, 2005 - [www.lucascountyfamilycouncil.org](http://www.lucascountyfamilycouncil.org).

### **Letter of Intent**

All providers planning to submit a proposal ***MUST submit a Letter of Intent to apply. This Letter of Intent must be received by LCFC at One Government Center, Suite 580, Toledo, OH no later than 5:00 p.m., Tuesday, December 20, 2005.*** The letter of intent must include the following:

1. Name of Organization
2. Address, City, State and Zip
3. Contact Person
4. Phone
5. E-mail Address

Proposals will not be considered for funding if a timely Letter of Intent was not received. ***NO EXCEPTIONS WILL BE MADE.*** Letter may be sent or delivered to:

**Mail or Hand Deliver:** Lucas County Family Council  
**One Government Center, Suite 580**  
Toledo, OH 43604  
ATTN: Jenn Hall

**Email:** [jhall@co.lucas.oh.us](mailto:jhall@co.lucas.oh.us)

**Fax:** (419) 213-6998 ATTN: Jenn Hall

### **Review Process**

LCFC staff will competitively review applications. LCFC may modify project budgets or provide partial funding. Funding recommendations will be made by the Executive Director of LCFC to the Board of Lucas County Commissioners for final approval.

### **Award**

A total of up to \$156,000 is available for this proposed project. Award notification will be mailed to the approved project. Before funding is received, a mandatory orientation session will provide grantees with the opportunity to meet with LCFC staff; review funding requirements; eligibility issues; and, discuss effective grant management.

### **Evaluation**

LCFC will establish evaluation criteria to determine the effectiveness of the project in achieving project goals. This will be finalized during the mandatory meeting sited above.

## Length of Funding and Availability of Funding

The initial length of this project shall be from January 2006 to June 30, 2006. The approved proposal will receive a contract for this period, with an option for additional contract renewals for SFY 2007 (July 1, 2006 through June 30, 2007) and SFY 2008 (July 1, 2007 through June 30, 2008) based on continued any of the following:

- Availability of funds,
- Contractor performance, and
- Continued need for project.

If during the Request for Proposals (RFP) process funds for the proposed services become unavailable, the RFP process will be cancelled. Applicants will be notified at the earliest possible time. The Lucas County Family Council, the Board of Lucas County Commissioners, nor LCJFS are required to compensate the Vendor for any expenses incurred as a result of this RFP process.

## Non-Supplanting of Funds

Program funds must be used to increase resources that are otherwise unavailable, and cannot supplant federal, state or local funds. Federal, State and local funds may not be decreased as a result of this grant funding.

## Eligibility Requirements

It shall be the responsibility of the organization awarded this contract, in cooperation with Lucas County Department of Job and Family Services, to ensure that PRC eligibility determination is completed for any participants of the "Just Getting Ahead" groups facilitated by organizations supported by this project.

## Submission

**Copies:** Submit 1 original application with original signatures, and 4 additional copies. Submit all parts of the application at the same time.

**Faxes:** **Do not fax any part of the application – faxed proposal will not be accepted.**

**Deadline:** Applications must be **received** at the office of the Lucas County Family Council by **5:00 pm on December 30, 2005**. **No proposals will be accepted after that time.** Mail or deliver applications to:

**Lucas County Family Council  
Attention: "Bridges out of Poverty" RFP  
One Government Center, Suite 580  
Toledo, Ohio 43604**

## Proposal Cover

Proposal Cover must be completed, signed and submitted with proposal.  
(Attachment A)

## Proposal Format

Each narrative section of the proposal must address the following areas:

- ❑ Define key strategies you would employ to accomplish each of the project goals and objectives listed above
- ❑ Organizational Capacity – clearly describe your organization capacity to quickly move this project forward including:
  1. Organizational History
  2. Experience with heading up training projects
  3. Evidence of your ability to work collaboratively with other organizations, especially public and not-for-profit organizations.
  4. Ability to effectively manage grants and service agreements
  5. Describe how you think that your particular organization will add value to this project (make the case for why your organization should be awarded this contract)
  6. Technical capacity
  7. Staffing capacity
- ❑ Evaluation Plan – how would you evaluate the effectiveness of meeting the defined goals/objectives of the project?
- ❑ Timeline Activities – Establish project timeline for the initial project period.
- ❑ Required Forms (see attachments)
- ❑ Completed Budget – must include the following categories:
  1. Direct Cost
    - a. Staff
    - b. Supplies
    - c. Subcontractors (Aha! Process, Inc.)
    - d. Equipment
    - e. Travel/Training
    - f. Total Direct Cost
  2. Indirect Cost
    - a. Rent
    - b. Utilities
    - c. Administrative Salaries
    - d. Total Indirect Cost

The narrative section of the proposal **must not exceed 10 pages**. Required forms, including budget pages and letters of participation, do not count as part of the 14-page total. Do not attach any additional pages. Proposals must be **single-sided, 12-point font, double-spaced, with one-inch margins**.

## **Vendor Disclosures**

Vendors must provide a disclosure of any pending or threatened court actions and/or claims against the Vendor. This information may not cause rejection of the proposal but withholding the information may be cause to reject the proposal.

## **Conflict of Interest**

No Vendor will promise, or give to any LCFC employee anything of value that could influence that employee's decision on awarding contracts. No Vendor shall attempt to influence an employee of LCFC to violate any procurement policies of LCFC, the Lucas County Board of County Commissioners, the Ohio Revised Code, the Ohio Administrative Code or Federal Procurement Regulations.

## **Insurance Requirements**

If proposal specifications require performance of labor for Lucas County, seller must agree to indemnify and protect Lucas County against all liabilities, claims, or demands for injuries or damages to any person or property growing out of the performance of this contract, by seller, its servants, employee agents or representatives. Prior to issuance of contract, the successful Vendor must furnish an Insurance Carrier's Certificate showing that the seller has adequate worker's compensation, public liability, and property damage insurance coverage.

## **Taxes**

Lucas County does not pay local, state or Federal taxes. If requested, the successful Vendor will be furnished with an exemption certificate.

## **Compliance with the Law**

The successful Vendor must agree to comply with all applicable Federal, state, and local laws in the conduct of the work specified in this RFP including applicable state and Federal laws regarding drug-free work places. The Bidder will be required to accept full responsibility for payment of all taxes and insurance premiums including, but not limited to; Unemployment Compensation insurance premiums, Workers' Compensation, all income tax deductions, Social Security Deductions, and any other tax or payroll deductions required for all employees engaged by the Bidder in the performance of the work specified in this RFP.

## **Audit Requirement**

Vendors in receipt of federal funds from LCFC and any other sources, and who receive funds from all federal sources equal to or greater than \$500,000.00 are required to comply with federal rules as specified in Office of Management and Budget (OMB) Circular A-133 audit requirements. Circular A-133, Sub-report D, requires sub-recipients (Vendors) to permit LCFC and their auditors' access to records and financial statements for audit purposes.



## **Procurement**

Vendors are required to follow all federal, state and local procurement rules regarding the purchase of equipment, sub-contracting and program materials. LCFC will provide any necessary training to the Vendors regarding such rules. Funds distributed through this RFP are federal Department of Health and Human Services Temporary Assistance to Needy Families (TANF) funds. Procurement rules for Health and Human Services are located in Code of Federal Regulations (CFR) 45 74.41-74.48.

## **Termination for Default**

Lucas County may terminate the contract at any time the Bidder fails to carry out its provision under the terms and conditions of the specified contract after issuance of a compliance notice. The Bidder will have thirty days after notice of required improvement to make necessary corrections. If, after such notice, the Bidder fails to remedy the conditions, Lucas County will issue an order to stop work immediately and terminate the contract without obligation.

## **Equal Opportunity Provisions Required**

All Bidders must be willing to enter a contract containing the expressed language contained in Section 125.11 of the Ohio Revised Code, which requires the following:

Every contract for or on behalf of the state or any of its political subdivisions for the purchase of materials, equipment, supplies, contract of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the Bidder agrees to both of the following:

1. That in the hiring of employees for the performance of work under the contract or any subcontract no Bidder or subcontractor shall, by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates.
2. That no Bidder, subcontractor, or any person acting on behalf of any Bidder or subcontractor shall comment in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin or ancestry.

***All Bidders who contract with the state or any of its political subdivisions for materials, equipment, supplies, contract of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined Section 122.71 of the Revised Code. Annually, each such Bidder shall file a description of the affirmative action program and a progress report on its implementation with the Ohio Civil Rights Commission and the Minority Business Development Office established under Section 122.92 of the Ohio Revised Code.***

## **Unallowable Costs: Funds may not be used for the following:**

Use of grant funds for prohibited purposes will result in the loss or recovery of those funds. Funds may not be used for the following:

- To advance political or religious points of view, or for fund raising or lobbying, but must be used solely for the purpose specified in this announcement
- To disseminate factually incorrect or deceitful information
- Consulting fee for salaried program personnel to perform activities related to grant objectives
- Bad debts of any kind
- Lump sum indirect or administrative costs
- Contributions to a contingency fund
- Entertainment (e.g., the organization paying for entertainment for the CEO)
- Fines and penalties
- Interest or other financial payments
- Contributions made by program personnel
- Costs to rent equipment or space owned by the funded agency;
- Inpatient services
- The purchase or improvement of land; the purchase, construction, or permanent improvement of any building
- Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds
- Contracts, for compensation, with advisory board members
- Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants.

### **Audit**

An independent audit must be completed no later than nine months after the end of the agency's fiscal year. Sub-grantees that have an agency fiscal year that ends on or after January 1, 2004 that expends \$500,000 or more in Federal awards in its fiscal year are required to have a single audit. The fair share of the cost of the single audit is an allowable cost to Federal awards provided that the audit was conducted in accordance with the requirements of OMB Circular A12 02/27/04 133. Sub-grantees that have an agency fiscal year that ends on or after January 1, 2004 that expend less than the \$500,000 threshold require a financial audit conducted in accordance with Generally Accepted Government Auditing Standards (\$300,000 for fiscal years ending on or before December 31, 2003). The financial audit is not an allowable cost to the program. A copy must be sent to the Lucas County Family Council within 30 days after the completion of the Audit. Send to Lucas County Family Council, One Government Center Suite 580, Toledo, Ohio 43604. Reference OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations for additional audit requirements.

3.



**Lucas County Family and Children First Council  
Wellness Program – Request for Proposals**

**Bridges out of Poverty  
Proposal Cover Sheet**

<b>APPLICANT ORGANIZATION (Funds sent here):</b>  <b>ADDRESS:</b>  <b>AGENCY TYPE: (CHECK ONE)</b> Government _____ For-Profit _____ Not-for Profit (501(c)3) _____ Employer Identification Number (EIN): _____	<b>IMPLEMENTING ORGANIZATION – IF DIFFERENT THAN APPLICANT ORGANIZATION (Delivers Services):</b> <i>Check here if the same</i> _____  <b>ADDRESS:</b>
<b>ADMINISTRATIVE CONTACT PERSON:</b>  <b>TELEPHONE:</b> <b>FAX :</b> <b>E-MAIL:</b>	<b>PROGRAM/SERVICE CONTACT PERSON:</b> <b>TELEPHONE:</b> <b>FAX:</b> <b>E-MAIL:</b>
<b>AMOUNT REQUESTED: \$</b>	

**AGENCY INFORMATION CHECKLIST**

- ☐ Delinquent Property Tax Affidavit – Attachment A (If Applicable)  
☐ Non-Discrimination and Equal Employment Opportunity Affidavit – Attachment B  
☐ Copy of Current Workers Compensation Certificate (Non-profit and For-Profit Organizations)  
☐ Copy of Tax Exempt Status – Most recent IRS 990 form (If Applicable)  
☐ Management letter from most recent audit. Date of most Recent Audit: \_\_\_\_\_  
☐ Organization's Vision and/or Mission Statement (Attach)

Has the State Auditor's Office issued an unresolved finding for the recovery of funds against your agency? Yes \_\_\_\_\_ No \_\_\_\_\_ (Complete Affidavit – see Attachment C )

We certify to the best of our knowledge that data in this application is correct and this document has been duly authorized by the governing body of the Applicant. We further certify that if this application is approved, that said program/ service will be carried out in accordance with the current Ohio Children's Trust Fund Biennial State Plan. We further certify that if this application is approved, that said program/ service will be carried out in accordance with the contractual requirements presented by the Board of Lucas County Commissioner and the Lucas County Family and Children First Council.

SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 INDIVIDUAL AUTHORIZED TO CONTRACTUALLY BIND THE PROPOSER'S ORGANIZATION PROGRAM/SERVICE DIRECTOR

**NO FINDINGS FOR RECOVERY AFFIDAVIT**

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED**

I \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(NAME) (TITLE) (NAME OF COMPANY)  
affirm that at the time that I submitted the bid for \_\_\_\_\_  
(BID TITLE)  
to the Board of Lucas County Commissioners on \_\_\_\_\_ that  
(DATE)  
\_\_\_\_\_ has / has no unresolved  
(NAME OF COMPANY) (CIRCLE ONE)  
finding for recovery from the State Auditor per Ohio Revised Code  
Section 9.24.

**(If there is unresolved finding for recovery from the State Auditor ,  
complete the following section)**

The amount of unresolved finding for recovery due the State Auditor is  
\_\_\_\_\_ and unpaid penalties and interest are \_\_\_\_\_.  
(AMOUNT) (AMOUNT)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY)

\_\_\_\_\_  
(DATE)

Sworn to and subscribed before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
(NOTARY)

My Commission Expires:  
\_\_\_\_\_

## SECTION A – AFFIDAVITS

All affidavits and forms in this section must be completed, notarized and submitted with your bid.

### DELINQUENT PERSONAL PROPERTY TAX STATEMENT

(O.R.C. Section 5719.042)

### THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I \_\_\_\_\_,  
(NAME) (TITLE) (NAME OF COMPANY)

affirm that at the time that I submitted the bid for \_\_\_\_\_ to  
BID TITLE)

the Board of Lucas County Commissioners \_\_\_\_\_ that  
(DATE)

\_\_\_\_\_ was / was not charged with delinquent  
(NAME OF COMPANY) (CIRCLE ONE)

Personal Property Taxes by the Lucas County Auditor.

(If Personal Property Taxes are delinquent, complete the following section)

The amount of delinquent Personal Property Taxes due Lucas County are \_\_\_\_\_  
(AMOUNT)

and unpaid penalties and interest are \_\_\_\_\_.  
(AMOUNT)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY)

\_\_\_\_\_  
(DATE)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
(NOTARY)

My Commission Expires:

\_\_\_\_\_  
Date

## NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT

STATE OF \_\_\_\_\_

SS

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that he/she is  
Name

\_\_\_\_\_ of \_\_\_\_\_ the party  
Title Company

that made the foregoing proposal; that such party as bidder does not and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. If awarded the bid and contract under this proposal, said party shall take affirmative action to insure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex or national origin. If successful as the lowest and best bidder under the foregoing proposal this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provision of this affidavit.

Furthermore, said party agrees to abide by the assurances found in Section 153.54 of the Ohio Revised Code in the Contract Provisions with the Owner if selected as the successful bidder by the owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Company/Corporations

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary

My Commission Expires:

\_\_\_\_\_  
Date